



**Functional Series 500  
Management Services**

**INTERIM UPDATE 06-06**

**SUBJECT:** ADS Chapter 502 Records Management Mandatory Reference Revision for USAID/W and USAID Mission Disposition Schedules

**NEW MATERIAL:** Effective March 1, 2006, revisions have been made to the USAID/W and USAID Mission disposition schedules (chapters 1-40), incorporating the most recent changes from the National Archives and Records Administration's (NARA) General Records Schedules (GRS).

**EFFECTIVE DATE:** 03/01/2006

POLICY

USAID/General Notice  
M/AS/IRD  
05/19/2006

Subject: ADS Chapter 502 Records Management Mandatory Reference Revision for **USAID/W** and **USAID Mission Disposition Schedules**

Effective March 1, 2006, revisions have been made to the USAID/W and USAID Mission disposition schedules (chapters 1-40), incorporating the most recent changes from the National Archives and Records Administration's (NARA) General Records Schedules (GRS). The GRS provides instructions pertaining to the retention period for official government records. In addition, editorial and format changes were made to improve the appearance and accessibility of the schedules. These schedules are located at the following link, which you can copy and paste into your web browser:  
[http://www.usaid.gov/policy/ads/500/502mac/502mac\\_toc.html](http://www.usaid.gov/policy/ads/500/502mac/502mac_toc.html)

Point of Contact: Any questions concerning this Notice may be directed to Cynthia Staples, M/AS/IRD, (202) 712-0798.

Notice 0558

<b>File Name</b>	<b>Notice Date</b>	<b>Effective Date</b>	<b>Editorial Revision Date</b>	<b>ADS CD No.</b>	<b>Remarks</b>
IU5_0606_052406_nocd	05/19/2006	03/01/2006			This IU will be cancelled once CD 44 is issued.

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